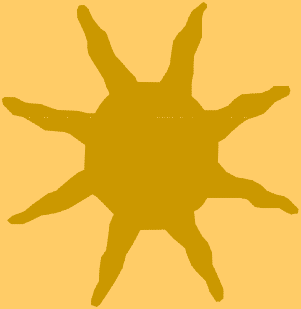
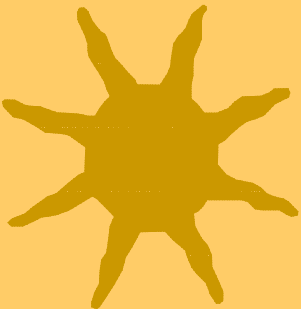




Travel's Bill of Rights:



- ★ This handout has important information about your transportation entitlements.





*All Official Travel must
be arranged by SATO !!!*



SATO Locations:



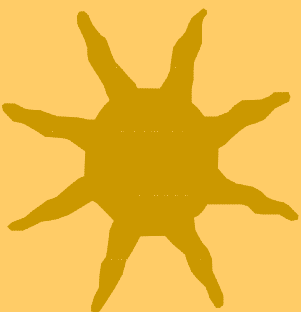
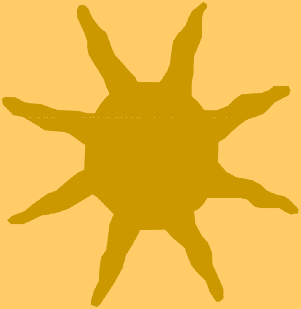
★ Grafenwoehr Bldg. 244, Rm 122

★ Hohenfels Bldg. 327



★ Vilseck Bldg. 700



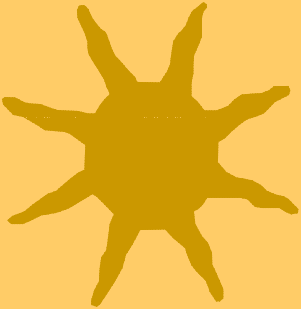


PCS Government Responsibilities:

- ★ If you are PCS'ing, the government will transport you from your present duty station to your next duty station using the most direct route.
- ★ The soldier may request alternate routing.
- ★ Purchase a leisure ticket for leave in conjunction with PCS travel.



Soldiers Purchasing Tickets:



★ Soldiers can purchase their own tickets from SATO (only).



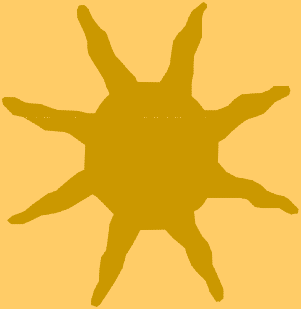
★ The airline carrier must be a United States carrier.



★ Reimbursements are limited.



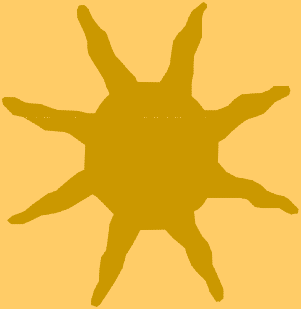
COT Travel:



- ★ If your next duty assignment is another overseas assignment COT travel is authorized.
- ★ Orders must specify COT travel.

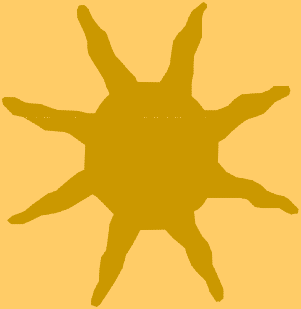


ETS Travel:



- ★ Soldiers ETS'ing are authorized travel to their home of record or entry into the military.



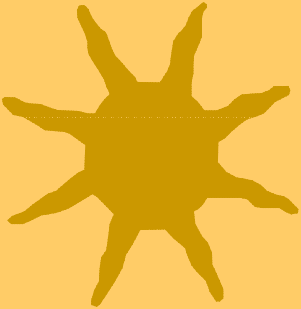


Departure on Availability Date:

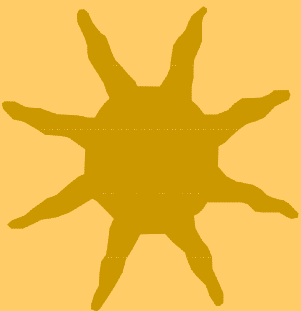
- ★ Soldiers **MUST** fly only on their availability date.
- ★ Family members can fly once soldiers receive their orders.



Shipment of POV to Alternate Port:



- ★ SATO can arrange travel to an alternate port, but a cost comparison will be done.





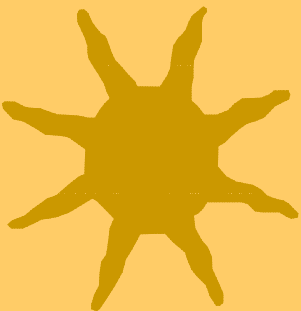
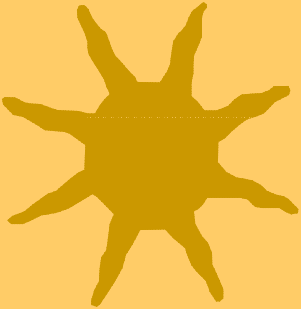
Pets Travel:



- ★ Pet travel is not included in soldiers entitlements.
- ★ AMC and commercial flights have area's available for pets.
- ★ SATO can arrange travel for pets on Pet Air.
- ★ Pets must have valid Health Certificates, rabies vaccinations, and customs clearance paperwork.



SATO Office:



- ★ Once you receive your orders visit SATO with four copies to arrange your travel.
- ★ SATO Travel clerks will arrange your travel by your request and following DOD policy and regulations.